



Annual Report 2014

The Clark County Law Library strives to provide access to legal information to all patrons who come through the door. The Library offers personal, professional assistance with no strings attached. Our mission is to ensure that the Clark County Law Library provides a community resource for access to justice for people of any age, income, or educational level.

The Clark County Law Library Board of Trustees presents this 2014 Annual Report, as required by RCW 27.24. This Report is based on information supplied by Maria Sosnowski, Law Librarian. This Annual Report covers the period from January 1, 2014 through December 31, 2014.

Comments are welcome. Please feel free to contact Law Librarian Maria Sosnowski, or board members Rachel Brooks (Co-Chair), Meridee Pabst (Co-Chair), Judges John Fairgrieve and David Gregerson, and Councilor David Madore.

Highlights of the Year

- Donations of materials by Pabst Holland & Reynolds.
- Over 9,200 questions from patrons
- Staff attended Western Pacific chapter of AALL conference in Seattle

The Library

The Clark County Law Library is created by RCW 27.24. The Library is a unique entity, created by state statute but located in the county. We are governed by a five-member board of trustees, and the bulk of our revenue comes from our statutory share of filing fees. While we are considered a service of Clark County, we are not a county department. Use of the law library is available at no cost to the public during our open hours.

Our Patrons

The general public is the largest user group in the Law Library, and they asked 84% of the reference questions during the year.

The Library also serves 10 Superior Court judges, six District Court judges, four court commissioners, 500 or more Clark County attorneys as well as attorneys from other counties and Oregon. We provide reference services to inmates in the Clark County Jail and interlibrary loan services to other libraries on an as-needed basis. In addition, the Law Library provides collection maintenance services to the Jail Law Library pursuant to an interlocal agreement with the Sheriff's Department.

Library Statistics

Currently, 20 items are on the missing materials list. This does not include missing books that have been replaced, or outdated items that would have been discarded due to age.

Materials Count

Approximate volumes at beginning of year	16811
Number of volumes added	719
Number of volumes discarded	621
Total approximate volumes	16909
Number on missing list	20

Circulation

Items checked out	620
Inter-Library Loans received	14
Inter-Library Loans sent	4
Total items circulating	638

Books and Print Materials

The law library maintains an extensive collection of Washington materials, including Continuing Legal Education materials from a variety of publishers, Washington State Bar Association Deskbooks, Jury Verdicts Northwest, Washington Practice, and Supreme Court briefs.

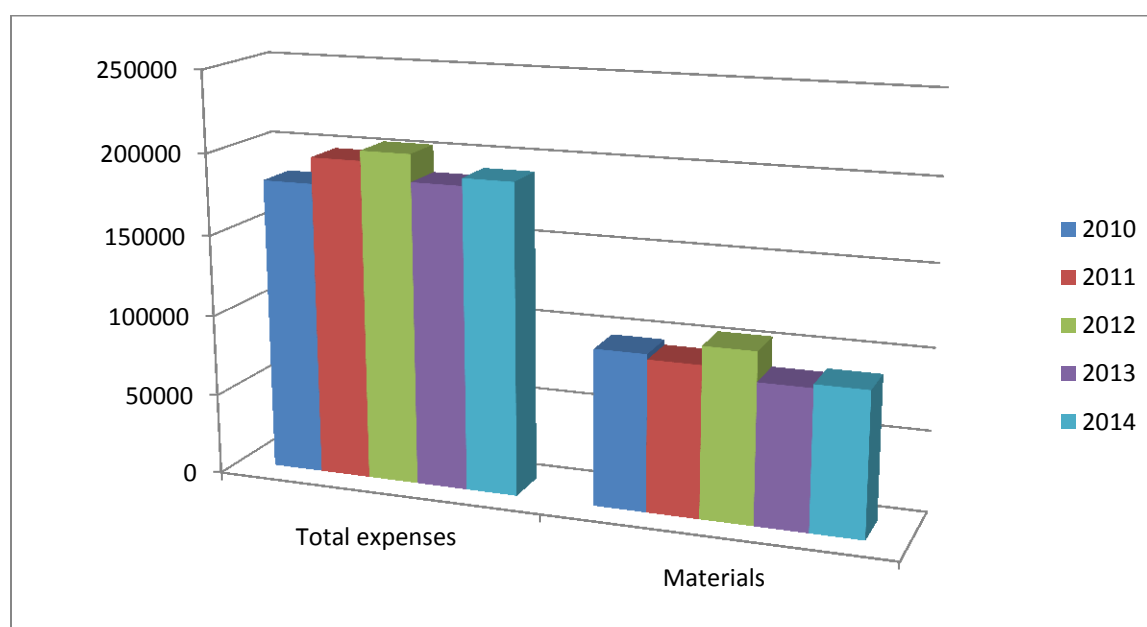
We also purchase a number of reporters, treatises, and practice manuals. Given the rising prices of materials, not all of our sets are kept current. Some are maintained on a rotating basis, and some are not maintained. However, we do keep all Washington materials current.

Electronic materials include Westlaw with cases and statutes for all states and federal circuits, an extensive Washington database, and some secondary materials. We have both Classic Westlaw and WestlawNext, which allows people to start a search in a Google-like fashion without selecting databases first, and without knowing Boolean search logic. We had 6,001 transactions conducted in Westlaw during the year, nearly identical to last year.

We also continue to offer Shepards, a Lexis product, as an online subscription. This contract is the same from year to year and offers national Shepards service with a case citation.

This year 46% of our expenditures were on materials, which includes both computer databases and print materials. Figure 1 shows the relationship between the amount spent on materials and our total expenditures.

Figure 1: Total Revenue and Amount Spent on Materials 2010 - 2014



Use of the Library

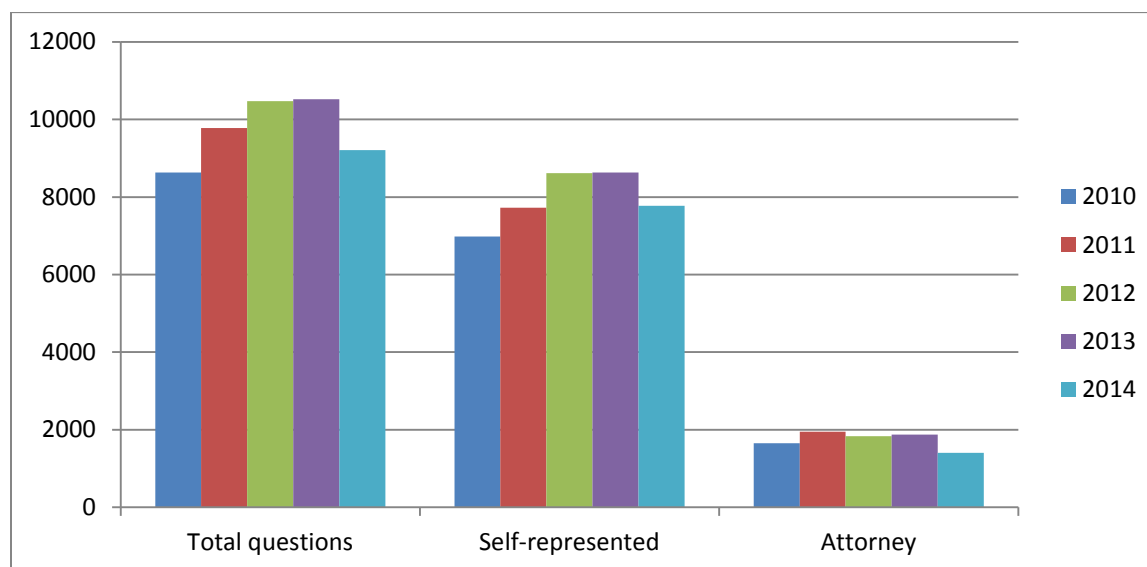
A. Number of people through the door

This year we had 16,253 people walk in, including 14,061 during open hours and 2,192 during closed hours. (Attorneys with keycards can enter during closed hours) This was a drop of 6% from the 17,295 we had last year.

B. Reference questions

The Library answered 9,212 reference questions during 2014. Of the total questions, 84% came from self-represented patrons (non-attorneys) with the remaining 16% coming from attorneys. (See Figure 2) We also answered 23 questions from the public library via QuestionPoint.

Figure 2: Reference Questions 2010 – 2014 by Attorneys and Self-represented Patrons



C. Circulation

Non-reserve books may be checked out on the honor system by judges, lawyers, and county officials. During 2014, 665 items were checked out. Five items were sent and 16 items were received through interlibrary loan during this period.

D. Inmate Requests

During the period covered by this report, the Library received 32 inmate requests.

Financial Report

The money in our budget comes from our statutory share of filing fees, interest on our reserve account, and any additional funds we are able to generate ourselves. Our revenues came from the following sources:

A. Passive revenues

1. Filing fees. In 2014, we received \$70,257 from District Court filing fees, and \$103,896 from Superior Court. This was an increase in filing fees of 8% from District Court and a decrease of 7% from Superior Court in the last year, and the fifth consecutive year in which our Superior Court filing fee revenues have fallen.

2. Investment interest. We earned \$1,201 in interest on our account during the year.

B. Self-generated revenues

1. Form kits. We sold two types of form kits during the year, which raised \$15,959 in gross revenues.

2. After-hours access keycards. We continue to charge attorneys for after-hours keycards, which raised \$1,734.

3. Copier. We raised \$1,898 from our share of copier revenues.

4. Sale of outdated materials. Certain materials, which in the opinion of the Librarian are likely to sell, are listed for bid. This allows the Library to raise a nominal amount of money from items that would otherwise be discarded. During the year, we raised an additional \$802 this way.

5. Jail contract. The Board of Trustees has an interlocal agreement with the Clark County Sheriff to provide services to the county jail facility to maintain their law library. In return, the Jail compensates the Library for the time of the law librarian. We received \$1,608 from the Jail during the year.

Total self-generated revenues: Our total self-generated revenues were \$22,001 for the year and 11% of our total revenue.

Figure 3: Law Library Income by Category 2010 - 2014

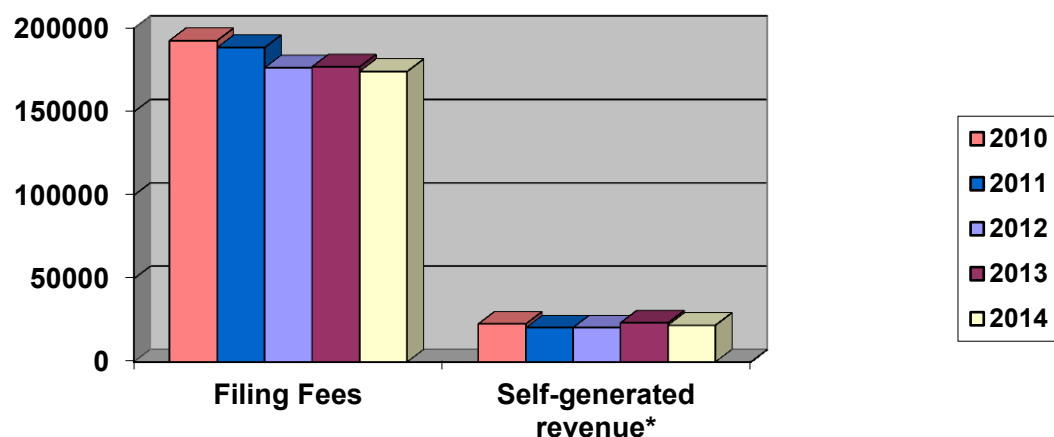


Figure 4 lists expenditures and revenues by category. The law library ended the year under budget on both expenses and revenues.

Figure 4: January – December 2014 Expense and Revenue Numbers

<u>Income</u>	<u>Budget</u>	<u>Actual</u>	<u>Percent of budget</u>
District Court filing fees	63,000.00	70,257.00	112%
Superior Court filing fees	112,000.00	103,896.00	93%
Interest	1,000.00	1,201.00	120%
Copier	2,000.00	1,898.00	95%
After-hours access keycards	1,900.00	1,734.00	91%
Form packets (gross)	17,000.00	15,959.00	94%
Jail Law Library services	1,500.00	1,608.00	95%
Reserve account	3,970.00	3,970.00	100%
Income Subtotal	202,370.00	200,523.00	99%
<u>Expenses</u>			
Salaries	72,500.00	70,434.00	97%
Employee benefits	28,500.00	28,723.00	101%
Books, materials, and databases	95,000.00	88,713.00	93%
Office supplies and printing	2,500.00	1,005.00	40%
Temporary employment	120.00	301.00	251%
Telephone	250.00	215.00	86%
Long distance travel	1,000.00	1,129.00	113%
Equipment maintenance/repair	500.00	0.00	0%
Computer maintenance	300.00	0.00	0%
Dues and memberships	500.00	409.00	82%
Tuition and registration	700.00	370.00	53%
Furniture	500.00	0.00	0%
Expenses Subtotal	202,370.00	191,299.00	95%

Figure 5: Income and Expenses for 2010 - 2014

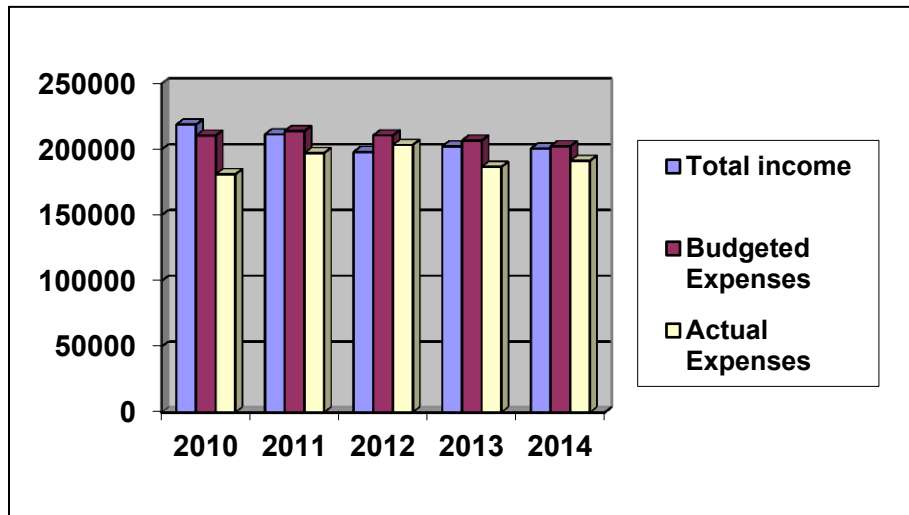


Figure 5 shows our total income compared with both budgeted and actual expenses for the last 5 years.

Summary

The Law Library continued its service to the public by helping with over 9,000 questions asked by citizens. We will continue our conservative financial management to enable the library to continue its mission.

Submitted on behalf of the Board of Trustees by:

_____/s/_____
Meridee Pabst, Co-Chair

_____/6/15/15_____
Date

_____/s/_____
Rachel Brooks, Co-Chair

_____/6/15/15_____
Date